

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **PROJECT MANAGER ROUTE 710**

SALARY: **\$7848 - \$8657**

LOCATION: **DISTRICT 7 - LOS ANGELES**

FINAL FILING DATE: **OCTOBER 5, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Deputy District Director for Program/Project Management, the Project Manager of Route 710 is the responsible lead person to the Project Team that consists of federal, state, regional and local agencies. The Route 710 Improvement Project between the Los Angeles and Long Beach Ports in San Pedro and the Pomona Freeway (Route 60) with an estimated cost for this 18 miles segment project is around \$5 billion. The incumbent will ensure that the project meets standards and practices and is completed on schedule and within budget. The Route 710 Freeway Project Manager will have project responsibility for scope, cost, schedule and coordination of work. Responsibilities include, but are not limited to:

- Resolves issues of project scope, cost, scheduling and resources. Includes resolving issues with the functional managers, which are the project managers for the Divisions of Design, Right of Way, Construction, Traffic Operations and Program/Project Management.
- Holds functional managers accountable to mutually agreed upon schedules, resources and deliverables. Responsible for the overall quality of the project in a partnership role with external agencies including delivering the project on time, within scope, budget and in accord with applicable Federal and Caltrans policies, procedures, practices, standards and regulations.

- Negotiates both internally and externally, as necessary to meet project schedule and budgeted costs. Responsible for extensive coordination and negotiation with Joint Power Authority (JPA), District 12, Los Angeles County Metropolitan Transportation Authority, and Headquarters on a continuous basis. Represents Caltrans in the JPA, committee meetings. Responsible for building consensus among the stakeholders.
- Responsible for the programming and financing of all elements of the Route 710 freeway projects. Advises the Single Focal Point (Deputy District Director of Program/Project Management) on the status of project schedules, cost and issues and makes recommendations for keeping the projects on schedule.
- Coordinates and integrates project activities of all project development team members.
- Recommends approval of decision documents.
- Approves plans, specifications and estimate submittals to office engineers.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to: Administer** an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively direct and manage a Caltrans division of varied professional and technical staff.

- Demonstrated experience in dealing with federal, state and local agencies in relation to laws and regulations and procedures to address or implement these standards of mitigation measures as warranted.
- Demonstrated experience in timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public.
- Demonstrated knowledge and involvement in the estimating, programming, negotiating and development of project workloads and Personnel Year and resource needs.
- Demonstrated responsibility and experience in the planning and directing of major Caltrans program and staff to achieve programmed department goals.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **October 5, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Attn: Debbie Y. Walker  
100 S. Main Street Ste. 100 MS-2  
Los Angeles, CA 90012**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

### **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*